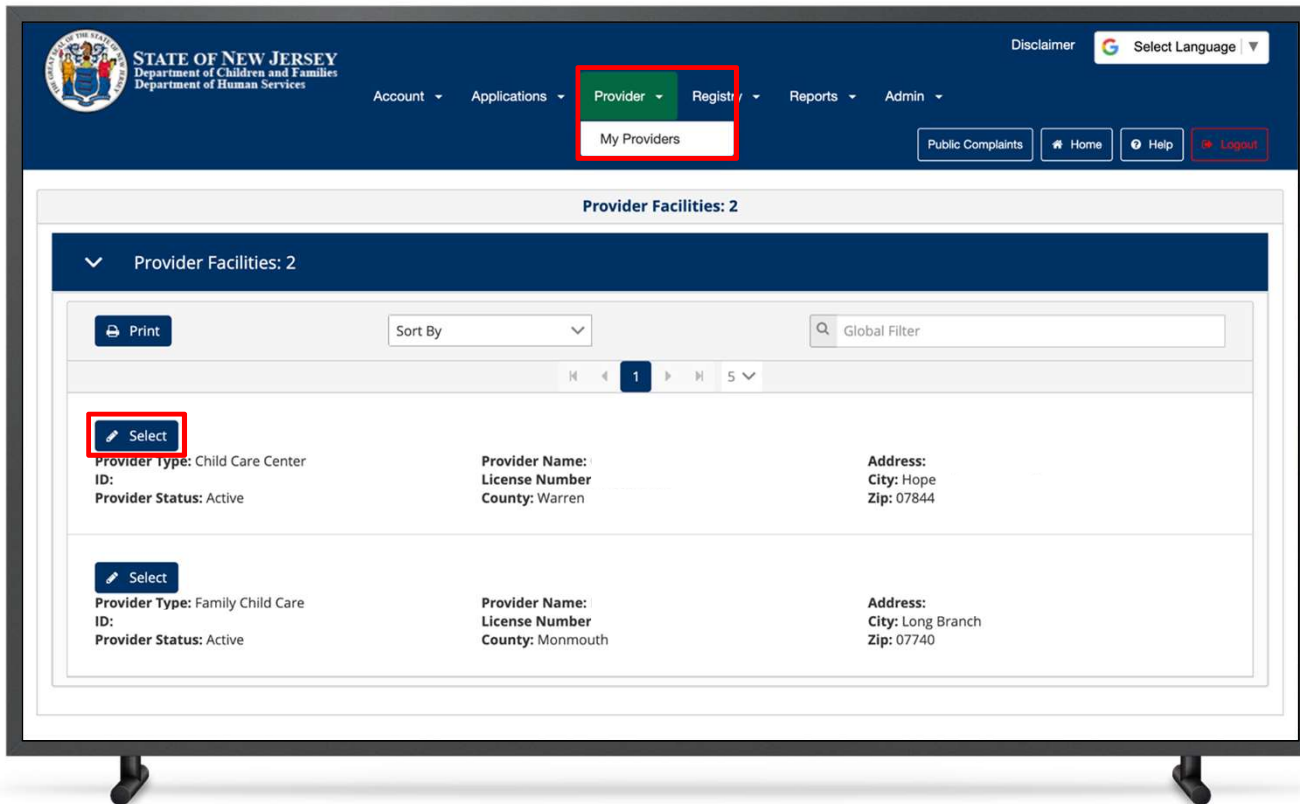**STATE OF NEW JERSEY**
DEPARTMENT OF HUMAN SERVICES
DIVISION OF FAMILY DEVELOPMENT

NJ ARP Stabilization Grants Application

Provider User Guide

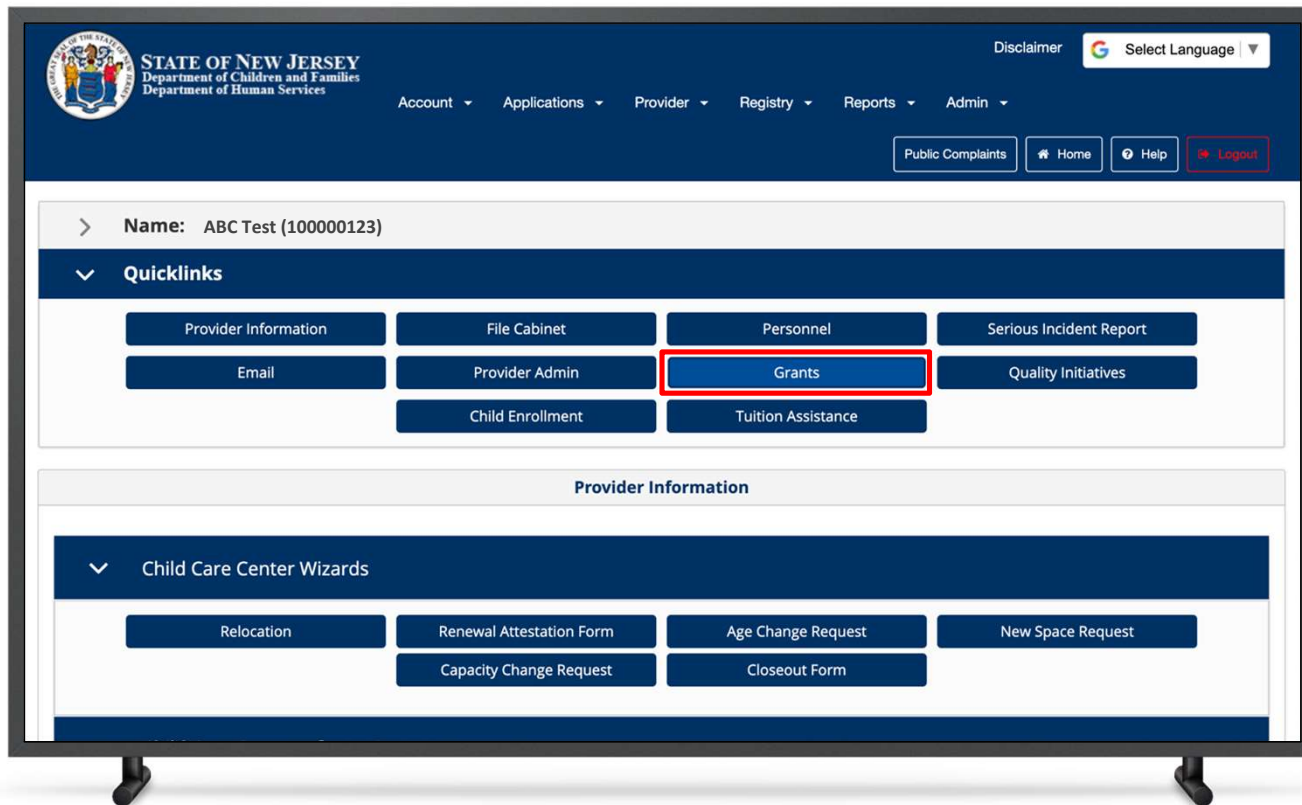# Accessing the NJ ARP Stabilization Grant Application

Providers

- Once you log into the NJCCIS homepage, click the **Providers** dropdown and select **My Providers** to display your provider facilities.
- Click on the **Select** button to access your Child Care Center Record.

Key Points

No key points.

Grants

- Click on the **Grants** button under the Quicklinks tab.

Key Points

No key points.

NJ ARP Stabilization Grant Queue

Key Points

- To be eligible for this grant, providers must have been licensed or registered as of March 11, 2021.
- Providers who are temporarily closed due to COVID-19 may apply but must reopen within 60 days of submitting an application.
- Applications are accepted through April 30, 2022.

NJ ARP Stabilization Grant

No records found

| ◄ ◄ **1** ► ► | 10 ⌄ |

Id ⇕	Grant Name ⇕	Submitted Date ⇕	Submitted By ⇕	Respon:

No records found

| ◄ ◄ **1** ► ► | 10 ⌄ |

+ New Grant Application

Select Grant Application

| ARP Stabilization Grant | Hiring and Retention Bonus Grant | WIIN Grant |

Instructions

- Click on the **ARP Stabilization Grant** button.

Key Points

No key points.

NJ ARP Stabilization Grant

NJ ARP Stabilization Grant Application Instructions

Eligible Providers
- Licensed child care centers and registered family child care providers that were open as of March 11, 2021, including providers who were temporarily closed due to COVID-19 but who expect to reopen within 60 days of submitting an application.

Important Application Information
- Applications will be accepted through April 30, 2022.
- The sponsor, sponsor representative, owner or director are the only individuals authorized to complete the application due to the information required for submission.
- **Please note**: Some of the provider facility information required for the application was auto-populated from NJCCIS (e.g., Tax Identification Number (your EIN or SSN) and Legal Name of Child Care Program). These fields are not-editable and will be grayed out; please carefully review all information. If any information that was auto-populated is incorrect, please contact DFD-ChildCareGrants@dhs.nj.gov.
- Applications must be submitted electronically. If you need assistance completing the application, please contact:

  For NJCCIS account-related questions:
  Customer Service Phone: 1.800.332.6512
  Customer Service Email: NJCallCenter@e-tcc.com

  For NJ ARP Stabilization Grant application-specific questions:
  Customer Service Phone: 1.855.590.2478
  Customer Service Email: njchildcaregranttechsupport@mtxb2b.com

Warning! The application will take approximately 45 minutes to complete and MUST be completed in one session. For security reasons, your session will expire after 60 minutes and all data will be lost. When working through the application only use the PREVIOUS and NEXT buttons to move through the pages. Do not use the back button on your browser.

Information you will need to complete the application:
- Program Information (e.g., NJCCIS ID and program type)
- Hours of Operation
- Enrollment Information (February 2020 and Current)
- Staffing Information
- Current Estimated Monthly Expenses
  - Personnel costs, including payroll and salaries or similar compensation for an employee (including any sole proprietor or independent contractor), employee benefits, premium pay, or costs for non-teaching employee recruitment and retention.
  - Rent (including rent under a lease agreement) or payment on any mortgage obligation, utilities, facility maintenance or improvements, or insurance.
  - Personal protective equipment (PPE), cleaning and sanitization supplies and services, or training and professional development related to health and safety practices.

Instructions

Read through the NJ ARP Stabilization Grant Application instructions.

Key Points

No key points.

Launch ARP Stabilization Grant

- Hours of Operation
- Enrollment Information (February 2020 and Current)
- Staffing Information
- Current Estimated Monthly Expenses
  - Personnel costs, including payroll and salaries or similar compensation for an employee (including any sole proprietor or independent contractor), employee benefits, premium pay, or costs for non-teaching employee recruitment and retention.
  - Rent (including rent under a lease agreement) or payment on any mortgage obligation, utilities, facility maintenance or improvements, or insurance.
  - Personal protective equipment (PPE), cleaning and sanitization supplies and services, or training and professional development related to health and safety practices.
  - Purchases of, or updates to, equipment and supplies to respond to the COVID-19 public health emergency.
  - Goods and services necessary to maintain or resume child care services.
  - Mental health support for employees.
- Banking Information (bank account/routing number)

Checking Application Status:
You can check the status of your application at any time in the Grants section of your Quicklinks. If your application is approved, you can use the "View" button to see information regarding your grant award amount and payment date.

IMPORTANT!

To complete the NJ ARP Stabilization Grant Application, you will need your NJCCIS ID number.

Your NJCCIS ID is

100000123

Copy your NJCCIS ID number or write it down - you will need it on the next screen.

☑ Launch ARP Stabilization Grant

Instructions

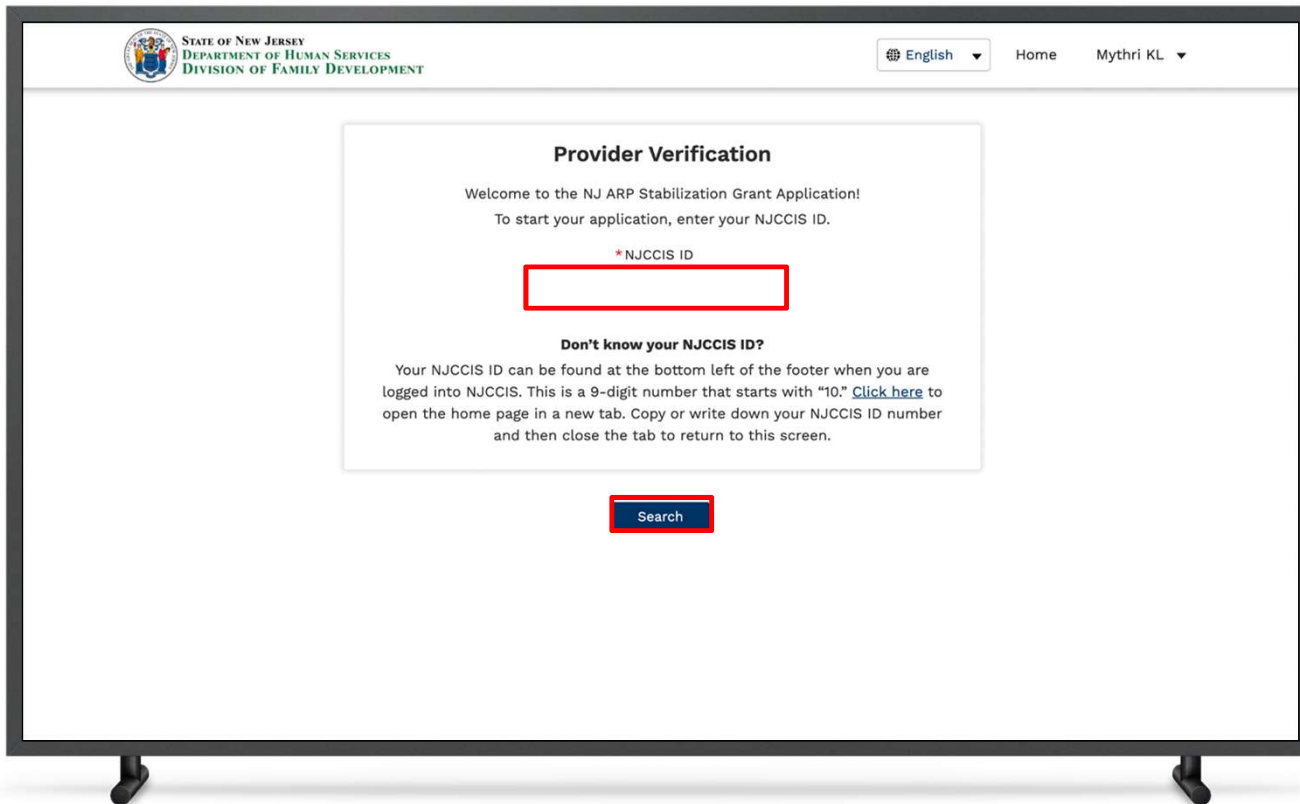- Click on the **Launch ARP Stabilization Grant** button.

Key Points

- Once you have read the instructions, you can begin a new grant application.
- Make note of, or copy, your NJCCIS ID. You will need this to complete the provider verification (see next slide).

Provider Verification

Key Points

No key points.

Select Facility

Select a Facility

Facility ID	Program Name	Facility Address	License Date	Sponsor Owner	Title	Facility Status	
	Family Child Care Covid 123	Branch, NJ 07740	12/09/2018		Family Child Care Provider	✓ Active	Select Facility

1-2 of 2

Please note:
When you click "Next," a one-time security code will be sent to the email associated with the provider record in the New Jersey State database. The Security Code will expire 15 minutes after it is requested. Please make sure you have access to the email to retrieve this code to complete the verification process.

Next